



## **RESIDENTIAL CHILD CARE LICENSING ADVISORY COMMITTEE MEETING MINUTES**

9 May, 2019

Highland Plaza Building, Auditorium  
3760 South Highland Drive  
Salt Lake City, UT

**Members Present:** Dale Smith, Laura Brown, Holly Kingston.

**Members Excused:** None

**Members Absent:** Amber Critchlow, Sharon Miller.

**Department of Health and Child Care Licensing Staff Present:** Simon Bolivar, Donna Thomas, Kim Rice, Sarah Atherton, Jessica Strout, Katie Adams, Hannah Wally, Paula Mills, Mindy Palmer, Kat Martinez, Charlotte Woodward, Rosemary Vander Meyden, Alisha Griffin, Jacqueline Macias.

### **WELCOME**

At 9:03 a.m., Dale welcomed everyone and started the meeting.

Committee vacancies

- There are still some vacant positions which will continue to be advertised.

### **APPROVAL OF MINUTES**

The minutes from the March meeting were approved via email.

### **Assignment Follow-Up**

Simon Bolivar

- Interpretation manual update – It is still in process. We are waiting on federal and state audit results.
- Further research about inspecting the area around cribs – Kim Rice and Simon went over inspecting the area around cribs and explained that this is not a rule but a CCL assessment. Questions were answered and discussed.

### **NEW BUSINESS**

Chair and Vice chair election

- There was no quorum. The election will be reviewed and discussed on the next meeting.

Interpretation manual update

- It is still in process. As soon as it is posted providers will be notified and will have a 30 day period to provide their feedback.

Further research about inspecting the area around cribs

- Kim Rice and Simon went over inspecting the area around cribs and explained that this is not a rule but a CCL assessment. Questions were answered and discussed.

How the “care for less than four hours” language in statute affects home providers – explanation on how care less than four hours affects home providers

- Simon went over the “care for less than four hours”. Questions were answered and discussed.

CCL Rule Violation Corrective Action Grid

- Simon explained that it has been simplified and that no changes were made. Questions were answered and discussed.

Committee member comments and recommendations

- Holly Kingston asked about if there were any procedures for committee members when feeling unsafe due to threat or harrasment.
  - Simon stated that if anyone feels threatened, they need to let us know and explained the legal process.
  - Mark Waterson suggested for us to provide a description of what to do in different types of situations and also to provide types of language that is use to cause further action to be taken.
  - Simon will ask for legal avdise about providing this type of document.
- Kristyn Rose asked if breast milk could be store in the freezer for two weeks or for twelve months.
  - Simon verified that breast milk could be stored in the freezer for twelve months, and that it will be further explained when the updated interpretation manual is ready.
- Kristyn Rose asked if providers are required to have any type of vehicle insurance for transporting children and if parents need to be notified.
  - Simon will research this information.

## **AGENCY REPORTS**

### **Child Care Licensing – Simon Bolivar**

- Background Check E-Card.
  - The new Background Check E-Card will be emailed to the provider and the individual who passes the CCL background check.
- Effective October 1, 2019, the Background Check Unit will no longer accept hard copies of fingerprints.
- The live fingerprint scanner in the Provo office has been set up. As soon as the employees are trained they will start taking live fingerprints.
- After the By-Laws get approved, a laminated copy of The Actions of the Committee will be provided to the committee members.

## **ASSIGNMENTS**

### **Simon**

- Will ask for legal advise on providing to committee members a description of what to do in different types of unsafe, threat, and harrasment situations.

- Search about if providers are required to have any type of vehicle insurance for transporting children and if parents need to be notified.

### **PUBLIC COMMENTS**

None

Dale Smith adjourned the meeting at 10:43 am.

### **UPCOMING 2019 MEETINGS**

July 11, September 12, November 14

Highland Plaza Auditorium, 3760 S. Highland Dr., Salt Lake City, UT

Anyone with a disability requiring accommodations to attend or fully participate in this program should contact Jacqueline Macias at (801)273-2904 or via email at [jmacias@utah.gov](mailto:jmacias@utah.gov) to request reasonable accommodations.

Note: These minutes are not intended to be a verbatim transcript of all items discussed, but are to record the significant features of the business conducted in this meeting.